



U.S. Department of State

2000 Presidential Management Intern Program

Projected Positions

Instructions: Please carefully review the bureau position descriptions below. Our program will consist of rotational assignments and career development/training. Selections will take place in late-April, after which the Department of State will require the successful adjudication of a security clearance. **The "Class of 2000" PMI's will enter on duty as a class in mid-September.**

NOTE: Please complete the bureau preference sheet to identify the bureau to which you wish to apply and submit it along with an updated copy of your resume.

Security Clearance Requirement

All of the Department of State's PMI positions **require the successful completion of a background security investigation and favorable adjudication** of a security clearance. The screening/selection process is very intensive and time-sensitive. Our security clearance process may take 3-6 months to complete, but can take longer if you have had extensive overseas travel, education, residence and/or employment or if there is a security, suitability, or medical issue to resolve. These issues could include a past history of drug or alcohol abuse, as well as a past history of credit problems. It is important to note that the presence of any of these problems will not necessarily preclude you from receiving a security clearance. It will, however, lengthen the time it will take to complete the clearance process.

U.S. Department of State

The Department of State is the lead U.S. foreign affairs agency. It is responsible for formulating, implementing and supporting U.S. foreign policy, supporting American citizens overseas and managing the human and material resources that provide the platform for U.S. foreign policy. The Secretary of State is the President's advisor on foreign policy and the person chiefly responsible for U.S. representation abroad. The United States maintains diplomatic relations with about 180 countries at more than 250 diplomatic and consular posts. In addition to representing U.S. policy and interests at these posts, the Department also maintains relations with many international organizations. It is the primary provider of foreign affairs information used by some 60 federal agencies dealing with national security, intelligence, economic and commercial matters, or science and technology.

Available Positions

Bureau of Information Resource Management (IRM)

Office: **Office of Strategic Communications and Planning**

Position Title: Information Systems Manager or Program Analyst

Projected Number: 1

Location: Washington, D.C.

Contact: Dan Sheerin, (202) 647-3256

The PMI will serve in the State Department's Information Resource Management Bureau (IRM). IRM's responsibilities are: to manage information technology at State's headquarters and at two hundred and sixty U.S. embassies and consulates; and to provide information technology support for a new, "information age" American diplomacy. In the program analyst position, the PMIs responsibilities will be to identify information technology (IT) strategies; to program initiatives to implement IT strategies

Bureau of Personnel (PER)

Position Title: Personnel Management Specialist

Projected Number: 1

Location: Washington, D.C.

Contact: Angela White (202) 663-2358

Bureau of Personnel determines employment requirements and administers recruitment, evaluation, assignment, career development, and retirement policies and programs for Civil and Foreign Service employees.

Recommends changes in personnel policy and program; advocates quality of life issues for Foreign Service employees and family members; oversees the activities of administering the medical program in the Department and abroad;

processes grievance matters; administers the open assignment process; administers programs for Civil Service and human resource management functions; administers employee relations programs; develops program for all foreign national direct hire and personal services contract employees; administers policies affecting performance evaluation; administers the Foreign and Civil Services Retirement and Disability System; manages and coordinates the recruitment, examination, and selection and hiring of new Foreign Service personnel for the Department and USIA; provides direction and coordination in resource management and analysis.

Strong writing and analytical skills desired.

Rotations

PMIs may have the opportunity for up to two 4-month rotations within the State Department or to other federal agencies if they are relevant to their career development and if the primary supervisor supports the assignment.